

Workplace Alaska

Class Specification Recorder IV

Created:
06/04/1997 by Rachel Wilson
Finalized on:

AKPAY Code: P7523
Class Outline Cat: A
Approved by:

Class Code: PI0514
Class Range: 15
Class Status: Active

Category:
Original Date: 11/29/1976

Class Title: Recorder IV
Use MJR Form: Standard

Original Comments:
Original

Subsequent Revision Dates/Comments:
4/1/77 Note: only the Recorder III
11/16/84 Note: only the Recorder III
7/15/89 MQs, Title change form Rec. Clerk I, II and III (DMM)
01/01/96 - MQs and addition of Recorder IV (JD)
01/16/2002 - Range change, specs rewritten as part of study (cpreecs)
09/25/2008 - Workplace AK spec revision: Added Census Job Code and AKPAY Code fields; Replaced Category field with Class Outline Category; Updated EEO4, SOC, and Class Code fields; Removed DOT field.

Last Update: **EEO4:** F **SOC:** 43-4031 **Census:** 06

Last Update Comments:

Definition:

Under general direction, Recorders IV supervise a large, high volume recording office (e.g. Anchorage or Fairbanks). Recorders IV supervise the processes required to record a wide variety of legal documents affecting real property and commercial transactions, and other document presented in the manner prescribed by Alaska law.

Recorder IV is a supervisory job class with substantial responsibility for the exercise of independent judgment in appointing, promoting, transferring, suspending, discharging and adjudicating the grievances of subordinates.

Distinguishing Characteristics:

The Recorder IV is distinguished from the Recorder III by the full-time responsibility for the supervision of a large, high-volume recording office (e.g., Anchorage or Fairbanks).

The Recorder IV is distinguished from the Recorder Manager by the latter's supervisory and administrative oversight of statewide functions or multiple recording offices comprising a region.

Examples of Duties:

Provide full-time supervision of the recording functions handled by lower level Recorders at a large, high-volume office and its assigned recording districts. In addition, may provide indirect oversight and liaison support to one or more recording offices operated by the Alaska Court System, or other district offices during closures due to illness, vacation, or vacancy.

Supervise the examination, recording/filing, processing and return of a wide variety of original documents (deeds, mortgages, liens, plats, surveys, mining documents, etc.) in the manner prescribed by law/regulation and as part of the official public land records system.

Supervise the mailing of original documents after recordation and filming within statutory timeframes.

Supervise the preparation of certified record searches on designated debtor names using established policy and procedure, exercising good judgment, furnishing the requester with a list of active Uniform Commercial Code (UCC) transactions and copies of the same.

Supervise staff in determining what information is being sought, and assist customers in the use of the on-line public information access terminal and other equipment (i.e. microfiche, microfilm, and plat printer machines).
Establish a rotation schedule for staff to complete the different functions of the office.

Monitor the daily workflow; establish daily work priorities and schedules, ensure that production levels of accurately processed documents are met within the deadlines mandated by statute or regulation.

Oversee administrative tasks, including: opening/closing office; maintaining office equipment; contacting service personnel when equipment problems arise; inventory and supply requests; and updating office manuals.

Assign and review work; evaluate performance; train subordinates, provide assistance and advice with transactions that are beyond the knowledge or experience of subordinate staff. Exercise supervisory responsibilities related to appointments, terminations, promotions, transfers, grievances, etc.

Correct computer errors as notified by archives staff, Recorder Manager(s), and State Recorder, ensuring that the permanent public land records are accurate. Create and/or produce necessary production and status reports.

Provide statistical information and research assistance to the Regional Manager.

Participate as a member of the management team by advising others on administrative processes and implications of management decisions and policies.

Knowledge, Skills and Abilities:

Considerable knowledge of the law, regulations, and policy regarding the examination, recording/filing, and processing of legal documents affecting real property and commercial transactions as the official public record of the state.

Considerable knowledge of the Recorder/UCC Section's organizational structure, purpose and functions, including those of the individual recording offices or UCC unit, the general work flow and office/work priorities to ensure an accurate permanent public record.

Considerable knowledge of the principles and practices of supervision, management, and training.

Considerable knowledge of the use of computer systems and software in a business environment, including word processing and spreadsheet applications.

Considerable knowledge of standard business practices, correspondence and typing formats, including English grammar, composition, spelling and punctuation.

Considerable knowledge of general office procedures, practices and equipment.

Considerable knowledge of the principles and practices of administrative support procedures, including account keeping, requisitioning, stock maintenance, filing, correspondence and reporting.

Knowledge of policies and procedures relating the processing and preserving of legal documents as the official public record of the state; record storing and restoring; laws and regulations pertaining to public records; sources, methods and techniques used in records research.

Skill in operating computer keyboards accurately and in a timely fashion, and commonly used office machines/equipment.

Skill in operating the database systems associated with the Alaska Public Record System and barcode/imaging system.

Ability to organize and plan record keeping and filing systems for the work area.

Ability to search for, select, and compile/summarize data and information.

Ability to communicate effectively with persons of differing backgrounds and educational levels.

Ability to learn and apply agency procedures in the review of documents; accurately perform clerical recording processes within short deadlines; follow written and oral instructions; communicate effectively with the public, clearly explain requirements and procedures.

Ability to develop, maintain and balance work production levels among subordinates within very tight time frames to work under pressure; to interpret and apply policies and procedures; to effectively communicate with the general public.

Ability to understand and interpret laws, regulations and court decisions; understand and provide effective public relations, coordinate interagency activities and maintain liaison for information, reporting and cooperative action; administer a comprehensive statewide program; plan, direct and supervise the work of others and speak and write clearly and effectively.

Ability to work under pressure with a high degree of independence; set and adhere to time constraints.

Ability to determine and establish operating needs, priorities, policies and procedures.

Ability to plan, direct and coordinate the work of others and to lead groups to consensus.

Ability to supervise personnel; reason logically and accurately; apply discretion and sensitivity as needed in handling confidential information; organize work and set priorities and goals; communicate effectively both verbally and in writing with a wide variety of sources without interjecting personal feeling.

Ability to compile and analyze data.

Ability to act as an intermediary between staff members when disputes arise; assist staff members in seeking an effective solution to problems, and counsel staff to find necessary assistance.

Minimum Qualifications:

One year of supervisory level experience as a Recorder III or Recorder, Archive Unit Supervisor with the State of Alaska, or the equivalent with a County Recorder's Office.

OR

Two years of experience as a Recorder II or Recorder, Archive Unit with the State of Alaska, or the equivalent with a County Recorder's Office.

OR

Three years of experience working with documents concerning ownership and encumbrances on property, for example deeds, liens, mortgages, promissory notes, financing statements, plats or surveys.

Required Job Qualifications:

(The special note is to be used to explain any additional information an applicant might need in order to understand or answer questions about the minimum qualifications.)

Special Note:

Minimum Qualification Questions:

Do you have one year of supervisory level experience as a Recorder III or Recorder, Archive Unit Supervisor for the State of Alaska or the equivalent with a County Recorder's Office?

Or Substitution:

Do you have two years of working level experience as a Recorder II or Recorder, Archive Unit with the State of Alaska or the equivalent with a County Recorder's Office?

Or Substitution:

Do you have three years of experience working with documents concerning ownership and encumbrances on property, for example deeds, liens, mortgages, promissory notes, financing statements, plats or surveys?